

COMSCINST <b>12330.3</b>	COG CODE <b>N12</b>	DATE <b>12 MAY 1998</b>
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**DEPARTMENT OF THE NAVY**  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

COMSCINST 12330.3  
 N1  
 12 May 1998

## COMSC INSTRUCTION 12330.3

Subj: REQUIREMENTS AND PROCEDURES FOR MASTER AND CHIEF  
 ENGINEER PROMOTION BOARD

Ref: (a) CMPI 330

Encl: (1) Promotion Evaluation (Civilian Marine Officers) (MSC 12330/4) (Rev 2-88)  
 (2) Applicant Evaluation Summary Sheet (MSC 12330/5)(Rev 2-90)  
 (3) Rating Sheet for Master and Chief Engineer Candidates (MSC 12330/6)  
 (Rev 8-89)  
 (4) Voting Ballot (MSC 12330/7)(Rev 2-88)  
 (5) MSC Biographical Data (MSC 12330/8)(Rev 4-88)

1. Purpose. To establish policy and provide guidance for the program governing promotions to Master and Chief Engineer positions in the Military Sealift Command (MSC) and submission of biographical information for MSC Masters and Chief Engineers.

2. Policy. It is Commander, Military Sealift Command (COMSC) policy to provide opportunity for progressive development and advancement of civilian marine personnel, in accordance with reference (a).

a. Masters and Chief Engineers hold key management positions aboard MSC ships. They must exemplify the highest standards of leadership, professionalism and personal integrity. Mariners selected for these positions will demonstrate they are fully capable of meeting demands of assignment and willing to accept the increased responsibility and accountability associated with such positions. They are responsible for maintaining MSC ships at the highest state of operational readiness, smartness and material condition. Their vital role in accomplishing MSC's mission cannot be overemphasized.

12 May 1998

b. COMSC is an equal opportunity employer. All applicants meeting minimum qualifications will receive consideration without regard to race, color, gender, sexual orientation, religion, national origin, age, disability, lawful political affiliation, marital status, union membership or any other personal condition not related to the candidate's ability to perform all duties and responsibilities.

3. Master/Chief Engineer Promotion Board. The board convenes at COMSC Headquarters or the Afloat Personnel Management Center (APMC) and is scheduled to best meet the anticipated afloat manpower requirements.

4. Composition. The board will consist of the following members:

a. President (one of the following): Deputy Commander, Assistant Deputy Commander for Operations and Readiness or COMSC designee

b. Director, APMC

c. NFAF Program Manager (PM1)

d. Special Mission Program Manager (PM2)

e. Director, Engineering (N7)

f. Project Officer, NFAF East and Project Officer, NFAF West

g. 2 Masters (1 East Coast/1 West Coast)

h. 2 Chief Engineers (1 East Coast/1 West Coast)

i. All Administrative support will be provided by staff members of the APMC. (COMSC N1 staff members may assist staff members of the APMC with administrative support, as required, when boards are scheduled to convene at COMSC headquarters.)

j. Board Observers. A management observer may be allowed only in the rarest of circumstances e.g., observer is prospective NFAF East Project Officer. Each must obtain prior written approval of the board President and COMSC (written approval will become permanent part of the file). An observer cannot participate in board proceedings and cannot be present during rating, ranking and/or voting.

5. Minimum Eligibility Requirements. To meet minimum eligibility requirements, each applicant must:

12 May 1998

a. Possess a current, valid, unlimited U. S. Coast Guard License for Master, Ocean Steam and Motor Vessels or Chief Engineer, Steam Vessels or Chief Engineer, Motor Vessels;

b. Have permanent status with MSC;

c. Have sailed with MSC for at least 1 year as First Officer (for position of Master) or First Assistant Engineer (for position of Chief Engineer) and be a permanent First Officer or First Assistant Engineer; and

d. Have a current physical examination, in accordance with COMSCINST 6000.1C, on record.

6. Applicant Review. Candidates will be reviewed and rated by at least two board members who will present the candidate's credentials to the board and recommend selection or non-selection.

a. Board review, rating and recommendations will be based on promotion evaluations, awards, quality of experience, recency of seagoing service, judgment, technical ability and, if appropriate, disciplinary actions. In addition, the candidates' demonstrated ability or clear potential to manage resources and supervise employees will be a factor in the decision to recommend a candidate for selection. In this instance, supervisory and managerial potential should be evident by sustained successful performance as First Officer or First Assistant Engineer responsible for managing department operations and personnel.

b. Evaluation information is a primary source of background for recommending candidates. To ensure that evaluation information is current and complete, the following policy will govern submission of promotion evaluations:

(1) Evaluations must cover all shipboard assignments of 45 days or more.

(2) Supervisors must evaluate all employees under their supervision for 45 days or more.

(3) New evaluations will be submitted for all promotion eligibles whose evaluation of record was completed more than 180 days prior to the closing date of current promotion announcement or whose level of performance has changed significantly (declined or improved) since the most recent evaluation of record. The

12 May 1998

APMC will ensure that all evaluation information and forms that have been submitted, are properly filed and/or otherwise maintained and forwarded for board review, as appropriate. The Director, APMC is responsible and accountable for the validity and currency of promotion board records, evaluations and information submitted for board review.

(4) Evaluations for other than promotion eligibles and/or candidates. Evaluations will be completed and submitted in accordance with time requirements above for all licensed deck and engine officers (including permanent Masters and Chief Engineers) whether or not they are promotion eligible. Evaluations are important and considered in several matters other than promotion boards; for example, training, management development programs, etc.

7. Procedures for Voting. Eleven members comprise the full board. Board President, Director, APMC, NFAF and Special Mission Program Managers, Director, Engineering and NFAF East and West Project Officers will vote on all applicants. Fleet Masters will vote on applications for promotion to Master; Fleet Engineers will vote on applicants for promotion to Chief Engineer. Voting will be by confidential ballot, with all votes recorded. When operational and resource requirements dictate, i.e., only Masters or only Chief Engineers are needed for promotion selection roster of eligibles, a nine member board may be used, eliminating either the Masters or Chief Engineers (dependent on requirements) from all board proceedings.

8. Selection for Promotion. Prior to adjourning, the full board will review and certify a roster of employees recommended for promotion. Board President will send this roster and qualification and evaluation information on recommended selectees to COMSC for decision.

9. Responsibilities. The APMC is responsible for (a) through (n) below.

a. Scheduling and announcing board. Announcements will be opened for a minimum of 45 days, and specify eligibility requirements and other pertinent information about the positions.

b. Providing advice and administrative assistance for the entire board process.

c. Preparing letter and qualifications documents for COMSC review and decision of board selection recommendations.

d. Providing notification of selection decisions and preparing personal letters notifying selectees.

12 May 1998

- e. Retaining records, excluding working documents, of board proceedings for a 2-year period following the conclusion of the board.
  - f. Appointing Fleet Masters and Chief Engineers as board members.
  - g. Coordinating, compiling and providing applicant information packets.
  - h. Certifying that all candidates forwarded for consideration are fit for duty and have a current physical examination on record as of the closing date of the board announcement.
  - i. Certifying that all candidates forwarded for consideration meet the minimum eligibility requirements (paragraphs 6a, b and c) as of the closing date of the board announcement.
  - j. Analyzing mission requirements, ship activation/deactivation and manning requirement information to determine manning level requirements and number of selections required to meet authorize (and project 1 year out) manning levels plus pipeline authorization. Coordinate this information with COMSC N1 prior to the board.
  - k. Reviewing and taking appropriate and timely action on all information pertaining to conduct or performance of individuals submitted by supervisory and/or management officials, as appropriate.
  - l. Notifying COMSC (N1) of all separations of Masters and Chief Engineers within 30 days of the separation.
  - m. Submitting to COMSC (N1) biographical information on all employees permanently promoted to Master and Chief Engineer within 60 days of promotion action.
  - n. Reviewing biographical information annually to ensure that information is current. Revised biographical information (MSC 12330/8) will be forwarded to COMSC (N1) as of 1 July each year. Photographs will be updated as necessary to reflect current features.
10. Exceptions. In emergency situations when operational necessity dictates, COMSC (or designee) approval may be requested for additional promotions (temporary basis only) of candidates that have not been selected through board procedures. Requests will be considered on a case-by-case basis, will be in writing, and must contain specific information to include: name and qualifications of individual requested for temporary

12 May 1998

promotion along with full justification for request (i.e., reasons why current and projected board certified eligibles cannot accommodate requirements); number of Masters/Chief Engineers on the employment rolls, whether sailing temporary or permanent, and current assignment; identification of ships currently operated. In these instances, COMSC (or designee) approval must be obtained prior to effecting the temporary promotion.

11. Master and Chief Engineer Promotion Board Forms. The following forms, with the exception of the MSC 12330/8 as noted below, are used for Master and Chief Engineer Promotion Board.

a. Enclosure (1) (MSC 12330/4, Promotion Evaluation) (Civilian Marine Officers). This form is completed as required in paragraph 6 above. All promotion evaluations completed for promotion candidates will be forwarded for board review. The APMC is revising the procedures and forms for CIVMAR promotion evaluations. Until that process is complete, MSC 12330/4 should continue to be used with signatory adjustments for Program Management and APMC establishment.

b. Enclosure (2) (MSC 12330/5, Applicant Evaluation Summary Sheet). This two-page form is used for reference by board members when they review an applicant's background. Page one lists the same categories as performance evaluation and summarizes ratings the mariner received in each area for each evaluation. For example, if a mariner received four Outstandings, four Excellents, and seven Goods on the evaluation, four, four and seven would be placed on the summary sheet in appropriate column for each category, next to dates of the evaluation. Column 3 of Section 1 (Period of Evaluation) will reflect the inclusive dates of the evaluation period. For example, 11/15/86 - 3/12/87. Page 2 provides a more detailed summary of mariner's background.

c. Enclosure (3) (MSC 12330/6, Rating Sheet for Master and Chief Engineer Candidates). This sheet is used by board members to rate an applicant in various categories.

d. Enclosure (4) (MSC 12330/7, Voting Ballot). This ballot is used by board members to recommend a mariner for promotion by confidential vote.

e. Enclosure (5) (MSC 12330/8, MSC Biographical Data). This form provides background information on Masters and Chief Engineers. It will be completed after selection. Information supplied is voluntary and will be used for purposes as described on the form.

12 May 1998

12. Forms. Electronic versions (templates) of MSC 12330/4, 12330/5, 12330/6, 12330/7 and 12330/8 are available on the MSC Headquarters Local Area Network (LAN). To access, from the Word for Windows menu, click on "File", "New" and 12330-4, 12330-5, 12330-6, 12330-7 or 12330-8. Other addressees may obtain an electronic version by forwarding a request to [cheryl.miller@smtpgw.msc.navy.mil](mailto:cheryl.miller@smtpgw.msc.navy.mil) or [nancy.barr@smtpgw.msc.navy.mil](mailto:nancy.barr@smtpgw.msc.navy.mil).

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (Area Commanders)

41C (NFAF East/West)

41E (APMC)

T-100 (Masters, MSC civil service manned ships)

## PROMOTION EVALUATION

### INSTRUCTIONS

1. This form will be used to evaluate employees as follows:

a. All employees occupying officer positions.

2. To insure consistency in the level of evaluation and review for the employees listed above, reporting and reviewing officials will be:

Position	Reporting Official	Reviewing Official
Master	Area Command Operations Officer	Area Commander
Chief Engineer	Master via Engineering Officer	Area Commander
First Officer	Master	Area Command Operations Officer
First Assistant Engineer	Chief Engineer via Master	Area Command Engineering Officer
Other Officers	Master or Department Head via Master	Area Command Functional Officer

3. To ensure consistency in evaluation decisions made by reporting and reviewing officials, the criteria below should be considered when completing Part I of this form.

a. **Supervisory Ability.** Does this officer assign work to subordinates based on operational needs and qualifications fairly and in a way that will develop their potential? Are performance evaluations completed on time and in a way that addresses both good performance and problem areas? Are recommendations made to recognize good work or that will address remedial action for poor work performance? Does this officer command the respect and confidence of subordinates? Has this officer completed an EEO supervisory course?

b. **Resource Management.** Is overtime work assigned only when necessary and monitored to ensure maximum effect is gained? Is work planned to use manpower available to the maximum extent possible? Is work accomplished within budget (OPTAR)? Are repair and maintenance done by the ship's force whenever possible/feasible? For Master and Chief Engineer consider management of ROH/RAV etc. For Master and Chief Engineer, evaluation should reflect results of last ship's inspection.

c. **Reports.** Are reports thorough and submitted in a timely manner? Does the officer report problems and work progress to supervisors or affected individuals/offices to keep all parties informed? Evaluations should reflect results of last ship's inspection.

d. **Training.** Are training programs planned and scheduled in accordance with MSC requirements? Are training records complete and up to date? Is training effective? Does training emphasize damage control, safety and increased job knowledge? Are training opportunities offered to employees fairly? Were Phase III drills satisfactorily completed during last Command Inspection? Is a library of technical manuals established and current? Ship inspection results should be reflected in evaluation of this item.

e. **Damage Control.** (First Officer) Is an effective DC program ensured by proper training, instructions, marked equipment and stations? Are periodic inspections and required repair and maintenance done? Is training scheduled for fire fighting, emergency repair, CBR defense, other shipboard drills? Evaluation should reflect results of last ship's inspection for First Officers (i.e. satisfactory completion of Phase III drills).



f. **Equipment.** Is maintenance scheduled and performed to ensure ship readiness? Is preventive maintenance emphasized? Are COSAL changes properly identified and reported? Are instructions, manuals, etc. available and followed for equipment maintenance, operation and repair? For First Officers, evaluation should reflect results of last ship's inspection.

g. **Oral Expression.** Does the officer communicate effectively with others to assign work, request assistance, perform training, explain technical requirements or problems? Does the officer effectively communicate information concerning work progress or problems and convey clear and concise recommendations for solutions to problems?

h. **Written Expression.** Are work orders, duty statements, award recommendations, requests for additional resources (manpower/funding) clearly written? Are evaluations, work procedures/instructions, casualty reports and voyage repair reports and other reports thorough and clearly written?

i. **Judgment.** Does the Officer consider all aspects of situations before taking action? Are problems thought out and are adequate solutions provided? Are good decisions made during stressful or emergency situations?

j. **Initiative.** Does the Officer anticipate requirements and problems and initiate action to meet requirements or solve problems?

k. **Potential for Greater Responsibilities.** Does the Officer seek assignment and/or training to broaden knowledge and skills? Does the Officer display good leadership qualities?

l. **Management of Plant Operations.** Does the Chief Engineer operate the plant to achieve maximum efficiency with the lowest possible fuel consumption. Masters may be evaluated on this element for efficient operations that minimize fuel consumption.

m. **Management of Special Interest Program.** Evaluate engineering personnel only. NOAP, Boiler water, SAMM, etc should be considered for this element. Evaluation should reflect results of last ship's inspection.

n. **Management and Leadership During Shipyard Availability.** Consider the effectiveness in Quality Analysis and identification of deficiencies.

o. **Technical Skills.** Second and Third Officer - evaluate employee's abilities/performance in regard to navigation, shiphandling and seamanship, and cargo operations; Second and Third Assistant Engineer - evaluate employee's abilities/performance in regard to boiler, mechanical, refrigeration, and electrical systems operation and maintenance and the ability to start plant from dead ship condition. Other Officers - evaluate appropriate job requirements.

Note. Reporting Officials must complete Parts I, II, III, IV, and V. Via Officials and Reviewing Officials must complete only those items in Part I for which their evaluation differs from the evaluation of the Reporting Official. Supporting comments are required, as outlined, in Parts VI and VII. Officers will be evaluated on applicable elements as follows:

Master: items A through D, F through L and N.

Chief Engineer: items A through D and F through N.

First Officer: items A through K.

First Assistant Engineer: A through D, F through K and M.

All Other Officers: items A, F, G, H, I, J, K, and O.

## PROMOTION EVALUATION

Employee (Last, First, MI)	SSN	Report Period (Dates)	
Ship		From	To
USNS		Occasion for Report	
Description of Ship's Employment During Reporting Period		<input type="checkbox"/> Annual	<input type="checkbox"/> Detachment of Reporting Senior
		<input type="checkbox"/> Transfer/ Reassignment	<input type="checkbox"/> Other (Explain)
Principal Additional Duties Assigned to Officer During Reporting Period			

### PART I - Evaluation Criteria

1. Indicate evaluation by (x) in the appropriate column for each item. Provide supporting comments in parts V, VI, and VII for items evaluated as outstanding or unsatisfactory.	Out-standing	Excellent	Good	Adequate	Un-Satisfactory	Not Observed
a. Supervisory Ability						
Reporting Official						
Via Official, if required						
Reviewing Official						
b. Resource Management						
Reporting Official						
Via Official, if required						
Reviewing Official						
c. Reports						
Reporting Official						
Via Official, if required						
Reviewing Official						
d. Training Programs						
Reporting Official						
Via Official, if required						
Reviewing Official						
e. Damage Control						
Reporting Official						
Via Official, if required						
Reviewing Official						
f. Equipment Repair/Maintenance						
Reporting Official						
Via Official, if required						
Reviewing Official						
g. Oral Expression						
Reporting Official						
Via Official, if required						
Reviewing Official						
h. Written Communication						
Reporting Official						
Via Official, if required						
Reviewing Official						
i. Judgment						
Reporting Official						
Via Official, if required						
Reviewing Official						
j. Initiative						
Reporting Official						
Via Official, if required						
Reviewing Official						
k. Potential for Assuming Greater Responsibility						
Reporting Official						
Via Official, if required						
Reviewing Official						
l. Management of Plant Operations						
Reporting Official						
Via Official, if required						
Reviewing Official						
m. Management of Special Interest Program						
Reporting Official						
Via Official, if required						
Reviewing Official						
n. Management and Leadership during Shipyard Availability						
Reporting Official						
Via Official, if required						
Reviewing Official						
o. Technical Skills						
Reporting Official						
Via Official, if required						
Reviewing Official						

<b>PART II - Leadership Potential</b> (To be completed by the Reporting Official only)	
a. How would you compare this Officer with other MSC Officers of comparable grade?	
1. <input type="checkbox"/> A very fine officer; Great value to the Service	2. <input type="checkbox"/> A dependable and typically effective officer
3. <input type="checkbox"/> An acceptable officer	
4. <input type="checkbox"/> Unsatisfactory	5. <input type="checkbox"/> Insufficient observation
b. Indicate your attitude towards having this officer serve with you.	
<input type="checkbox"/> Especially desire to have him/her	<input type="checkbox"/> Satisfied to have him/her
<input type="checkbox"/> Prefer not to have him/her (Give reason under Part V)	
c. Does the Officer's conduct ashore and afloat reflect credit on MSC and his/her ship?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain under Part V)
d. Do you consider this Officer qualified for temporary or permanent promotion to the next higher position?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No (Explain under Part V)
<b>PART III - Overall Evaluation</b>	
Based on your observation of this Officer's performance, and considering everything you know about him/her, what is your overall rating?	
<b>PART - IV</b>	
a. Significant weaknesses should be discussed with the Officer. Has this been done?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> No significant weakness noted	
b. What has been the trend of his/her performance since your last report?	
<input type="checkbox"/> First Report	<input type="checkbox"/> Improving
<input type="checkbox"/> Consistent	<input type="checkbox"/> Declining (Discuss with Officer)
c. In the interest of maintaining effective communications with subordinates, reporting senior is encouraged to discuss this report with the Officer. Has this been done?	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<b>PART V</b>	
<b>Reporting Official Comments.</b> Comments are required for each factor in Part I rated as outstanding or unsatisfactory. Special strengths and weaknesses should be discussed.	
Signature & Title of Reporting Official	
Date	
<b>PART VI</b>	
<b>Via Official Comments.</b> Comments are required for each factor in Part I rated as outstanding or unsatisfactory. Special strengths and weaknesses should be discussed.	
Signature & Title of Via Official	
Date	
I acknowledge that I have seen this report and have been apprised of my performance.	
Signature of Officer Evaluated	
Date	
<b>PART VII</b>	
<b>Reviewing Official Comments.</b> Specific comments are required for each factor rated as outstanding or unsatisfactory or for any factor in which your rating and the rating assigned by the reporting official differ.	
Signature & Title of Reviewing Official	
Date	

**CIVILIAN MARINE OFFICERS PROMOTION EVALUATION APPLICANT'S SUMMARY SHEET**  
**(MASTER AND CHIEF ENGINEERS)**

<p>Column Totals will reflect appropriate evaluation items as follows:</p> <p>Master - 12</p> <p>Chief Engineer - 13</p> <p>First Officer and First Assistant Engineer - 11</p> <p>Other Officers - 8</p>
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Other Officers - 8

NAME OF APPLICANT:	POSITION APPLIED FOR:
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POSITION APPLIED FOR:
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PERMANENT RATING:	CURRENT ASSIGNMENT:	LICENSES HELD:
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CURRENT ASSIGNMENT:

LICENSES HELD:
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## SECTION 1 - MSC SHIP ASSIGNMENT/EVALUATIONS

[illegible]

NAME:

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MSC EXPERIENCE: (Unlicensed)

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COMMERCIAL MARITIME EXPERIENCE:

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SHORESIDE EXPERIENCE:

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MILITARY SERVICE:

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EDUCATION:

---

TRAINING:

---

AWARDS: (Individual)

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DISCIPLINARY ACTIONS:

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## RATING SHEET FOR MASTER AND CHIEF ENGINEER APPLICANTS

NAME:

1. Comment when applicable on the following factors after reviewing the Information Packet for each applicant. To the right of each factor are the numbers 1 through 4. Number 1 represents approximately 100%; 2 represents approximately 75%; 3 represents 50%; and 4 represents 25%. Circle the number which represents the confidence you have in the candidate on each factor.

a. Performance of duty

- 1.
- 2.
- 3.
- 4.

b. Shiphandling and seamanship for Masters and the exercise of good engineering practices for Chief Engineers.

- 1.
- 2.
- 3.
- 4.

c. Management ability.

- 1.
- 2.
- 3.
- 4.

d. Desire/potential for increased responsibility and accountability.

- 1.
- 2.
- 3.
- 4.

e. Capacity to work with superior/subordinates.

- 1.
- 2.
- 3.
- 4.

f. Leadership potential.

- 1.
- 2.
- 3.
- 4.

NOTE: Raters will consider and specifically address in their briefing information regarding candidates' leadership ability information found in Promotion Evaluations.

MSC 12330/6 (Rev. 8-89)

## MASTER/CHIEF ENGINEER SELECTION BOARD VOTING BALLOT

Name:

Check one of the following:

☐ Recommended for promotion.

☐ Not recommended for promotion.

Please print or type and indicate N/A where questions do not apply.

HOME TELEPHONE NO.: (Area Code)	DATE OF BIRTH: (Month, Day, & Year)	PLACE OF BIRTH: (City & State)
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COLLEGE: (Name & location)	DEGREE RECEIVED: (Type & Year)
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TRAINING FOR SEA:	

LICENSE	DATE OBTAINED	ISSUE

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COMPANY	POSITION	DATES

MSC Form 12330/8 (Rev. 4-88) Page 1 of 3



COMMERCIAL SHIPBOARD EXPERIENCE:				
SHIP	COMPANY	TYPE	RATE	DATES
DATE JOINED MSC:		CAPACITY:		
MSC SHIPBOARD EXPERIENCE:				
SHIP	RATE/POSITION		DATES	
MARITAL STATUS:		SPOUSE'S NAME:		NUMBER OF CHILDREN:
NAMES OF CHILDREN:				AGE

<b>HIGHLIGHTS OF MERCHANT MARINE CAREER</b> (Awards, Honors, Citations, Events of Interest)
<b>SPECIAL SKILLS/ACCOMPLISHMENTS</b>
<b>HOBBIES, SPECIAL INTERESTS, COMMUNITY ACTIVITIES</b>
<b>CLUB/ASSOCIATION MEMBERSHIP</b>
I _____ authorize use of above biographical data for press release. (do, do not)
_____ Signature
_____ Date
<b>PRIVACY ACT STATEMENT</b>
This document has been designed to provide biographical data on MSC Masters and Chief Engineers. This information is used in an official capacity to provide background information to the Commander and Vice Commander, MSC prior to official visits to MSC ships. Upon your consent, this data will be provided for public affairs use. Authority to collect this information is 10 USC 5031. Providing requested information is voluntary.